

## TEMPORARY USE PERMIT SUBMITTAL CHECKLIST

## **Planning & Community Development**

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20 or 1/4" = 1).

Permit Application
<b>Critical Areas Worksheet</b> . Note: a critical area report may be required if a critical area exists on or adjacent to the site.
Temporary Use Permit Criteria attached for review.  Please explain in detail (on a separate sheet if necessary) how your proposal meets each one of the criteria listed on the attached Criteria Sheet.
<b>Scope of Work</b> : State the scope of work of the project, including information about the structures, the building uses, and site work.

Fire Flow Availability: Required for all new

commercial and residential construction; all

additions and remodels of residences where

the total gross area exceeds 2,500 square feet

must show the distance of the nearest hydrant

commercial additions and remodels; and

- and either the flow calculations or flow test results of that hydrant.
  City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.
- Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.
- The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.

- ☐ Certificate of Sewer Availability. Required for all new construction and additions (including carports, decks, etc.)
  - Ronald Wastewater District (206) 546-2494
  - The Highlands (206) 362-2100
- Site Plans four (3 full size and 1 reduced maximum 11" x 17") copies drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location, identification and dimensions of all proposed and existing buildings and their uses.
  - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
  - Dimensions of all property lines.
  - Building/structure setbacks from front, side, and rear property lines.
  - Buildings within 50' of the proposed structure.
  - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
  - Location of existing parking spaces, include traffic flow and all internal walkways.

Submittal Fee: \$311.50 (\$155.75 hourly rate, 2 hour minimum).

Please note: Fees effective 1/2014 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Business Hours: M - F 8:00 a.m. to 5:00 p.m. ◆ Permit Processing Hours: M - F 8:00 a.m. to 4:00 p.m.